



## Job Description

<b>Title:</b>	Equipment Coordinator		<b>Approved:</b>	07/01/07
<b>Salary Level:</b>	25A		<b>FLSA Status:</b>	Non-exempt
<b>Supervisor:</b>	Public Works Director	<b>Supervises:</b>	Equipment Mechanic	
<b>Job Family:</b>	Equipment Mechanic Series	<b>Bargaining Unit:</b>	Miscellaneous Employees	

### JOB SUMMARY:

This is the supervisory level class in the Equipment Mechanic series. The incumbent in this class coordinates, supervises and performs major and minor repairs and service in the maintenance of City vehicles and power driven equipment; supervises the work of subordinate service technicians and/or mechanics; and oversees the day-to-day activities of the City's equipment garage/shop.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates, supervises and/or performs the inspection and evaluation of vehicles and equipment for repair and maintenance.
- Supervises the work of one or more subordinate service technicians and/or mechanics; coordinates personnel-related issues for assigned staff.
- Supervises, schedules and /or performs preventive equipment maintenance to ensure its proper operation and the safety of users.
- Oversees and/or performs the overhaul or repair of City equipment operating on gasoline, diesel or propane driven engines.
- Prepares and administers assigned budgets; purchases parts and supplies for equipment repair and shop maintenance.
- Contacts vendors and contractors as needed to arrange complex or specialized repairs.
- Coordinates equipment purchasing activities as assigned; develops bid specifications and proposals for new vehicles or equipment.
- Stays current on information regarding vehicle or equipment recalls and repair bulletins.
- Performs Department of Motor Vehicles testing on all City equipment; provides information and assistance to employees in meeting the DMV requirements for licensure.
- Obtains licensing; conducts equipment safety and smog checks.
- Conducts police vehicle safety checks following high-speed chases.
- Maintains records on maintenance and repair work for all equipment.
- Operates the shop in an efficient and effective manner; cleans and maintains the garage area and equipment.
- Performs related duties as required.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Ability to:

- Coordinate and perform a wide range of equipment maintenance and repair duties.
- Supervise the work of subordinate service technicians and/or mechanics.

## ***Equipment Coordinator - Continued***

- Diagnose and repair mechanical and engine problems on gasoline, diesel and propane driven equipment.
- Perform light welding.
- Perform duties in a safe and non-hazardous manner.
- Identify and establish a working relationship with suppliers of parts and services.
- Operate hand and power driven tools in the repair and maintenance of equipment.
- Arrange and contract for repair services that cannot be performed at the City garage.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Maintain up to date knowledge of regulations.
- Establish and maintain effective relationships with those contacted during the course of the work.
- Operates a computer and related software.
- Maintain records and prepare reports.
- Communicate effectively, both orally and in writing.

### **Knowledge of:**

- Mechanical and engine systems of gasoline, diesel and propane powered vehicles and equipment.
- Standard practices, equipment and tools of the automotive and equipment mechanical trade.
- Safety practices and avoidance of hazards in equipment mechanical repair.
- Goals, policies and objectives of equipment maintenance and repair.
- Technical aspects of vehicle and equipment repair and maintenance.
- The principles and practices of supervision and leadership.
- Department operations and policies.
- Applicable sections of codes and laws.

### **Education and/or Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: possession of a high school diploma or general education degree (GED) and four (4) years of progressively responsible experience performing repair of automobiles, trucks and power driven equipment; or an equivalent combination of education and experience.

### **Language Skills:**

Ability to read and comprehend routing instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

Ability to understand and carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Certificates, Licenses, Registrations:**

Must possess a valid Class "A" or "B" California driver's license.

## ***Equipment Coordinator - Continued***

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is frequently required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and frequently works in inside environmental conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.